

# Professional Development Plan

*Your career doesn't grow by accident. This plan helps you make it intentional.*

## How to Use This Plan

- Complete this plan once a year — or any time you hit a major career milestone or transition.
- Be honest about where you are now. The gap between your current state and your goals is exactly where your development happens.
- Share this with your manager. It makes performance conversations more productive and shows you're invested in your own growth.
- Review and update it quarterly. Goals shift, and that's okay. Update it as your priorities evolve.
- This is YOUR document. It belongs to you, not your employer. Keep a personal copy.

## Section 1: My Profile

<b>Name:</b>		<b>Job Title:</b>	
<b>Department:</b>		<b>Plan Year:</b>	
<b>Manager:</b>		<b>Years in Role:</b>	

## Section 2: Where I Am Now

*Tip: Be specific and honest. This is your baseline — not a performance review.*

<b>My current strengths (what I do well):</b>	
<b>Areas where I want to grow:</b>	
<b>Skills I use most in my current role:</b>	
<b>What energizes me at work:</b>	
<b>What drains me at work:</b>	

**Section 3: Where I Want to Go**

*Tip: Think 1 year out AND 3-5 years out. Short-term and long-term goals need different plans.*

Timeframe	Goal	Why It Matters to Me
6 months		
1 year		
3-5 years		
Dream / Stretch		

**Section 4: My Development Actions**

*Tip: For each goal, identify at least one concrete action. Make it specific enough that you'll know when it's done.*

Goal	Action Step	Resources / Support Needed	Target Date	Status

**Section 5: Support I Need From My Manager**

What I Need	How My Manager Can Help

*Your development is your responsibility — and your greatest career investment. Show up for yourself.*